PROCESSING PC ORDERS WITH NWS – Dell Hardware, Vendor INFIAN #102792

- *You must have sufficient funds in the appropriate capital account **before** creating your requisition.*
- *You must attach an electronic copy of your Dell equote to your requisition.*

1. Select Financial Management > Procurement > Purchasing > **Requisitions**
   - Press "**New**"
2. From the Department drop-down box, select the entry that includes "IT Routing" in the name; tab to the next field.

Enter the following header info:

3. Vendor # **102792** – **Infian** *(NOTE – this is a **change** effective **May 1, 2013**)*
4. COMPUTER ORDER for DEPARTMENT NAME in description field (Ex: COMPUTER ORDER for TREAS)
   - In the notepad area type: **RFP 09-6187-12**
5. SSRS for Form Type
6. Select Purchasing address = WHEAT Solutions, 2810 North Parham, Richmond, VA
7. Enter a Deliver by Date that's 2 weeks from the GL Date shown

In the ITEM area, enter the following:

8. Item Prompt: Enter Computer Equipment in the Description field and press Search. Select commodity code GRP6.207.79.
9. Description: Dell Equote, followed by your equote number
10. Quantity, Unit of Measure, Price per Unit: enter info from your quote
11. G/L Account: must use an 08260 account code
12. Ship Via: VEND – Vendor Delivers
13. Ship To: Your department code
14. Freight Terms: None

*** Press Save before going further ***

If you receive a message that you're creating an asset under $1,000, press "**Accept**."

15. Press the notepad icon to add more detail to your item description as shown below:

Include:

    a.   the name of the individual who will use the pc,

    b.   their phone number,

    c.   the name of the person who can authorize changes to the configuration if necessary,
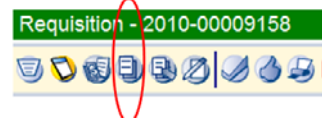
    d.   their phone number.

16. Add more hardware Items to the requisition as required.
17. **Attach your Equote(s) using the NWS "Documents" feature shown here.** >
18. Press Save.
19. Approve the requisition (both level 1 & level 2).
20. Forward your approved requisition to an IT approver.

To approve your computer order, IT needs both a hardware requisition (Infian) *and* an MS Office software license requisition (SHI). Only after IT receives <u>both</u> requisitions can they be reviewed.

- Once we determine that your quotes are active and your requisitions are complete, IT will approve the requisitions and send you an NWS note to post them.
- After you post them, they will be available for Procurement to process as purchase orders. <u>You should track the progress of your purchase orders through the links in your requisitions.</u>
- IT will receive a copy of the completed PO's from Procurement after the Buyer has completed the posting process. We will place your order after we receive the PO information.

    ** NOTE: Hardware pricing may fluctuate as much as 5% from the date you create your equote and **
                                                     ** the date your order is placed. **